

PRIVATE SECONDARY EDUCATION AUTHORITY

PROPOSED SCHEME OF SERVICE

POST : Procurement and Supply Officer(on a contract basis of one year)

FLAT SALARY : Rs 22575

QUALIFICATIONS : 1. (a) Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings

or

(b) Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained **either** (i) in five subjects including English Language with at least Grade C in any two subjects **or** (ii) in six subjects including English Language with at least Grade C in any one subject

or

(c) An equivalent qualification acceptable to the Board

Note:

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principal Level" and one subject at "Subsidiary Level" as well as General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

2. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level" or an equivalent qualification acceptable to the Board;

Note:

Qualification at 1 above should have been obtained prior to qualification at 2 above.

3. Candidate should:

(a) reckon at least six years' experience in Procurement and Supply Management;

(b) possess a Certificate in Purchasing and Supply Management from a recognized institution or have successfully completed an approved course in

Purchasing and Supply Management at a recognised or possess an equivalent qualification acceptable to the Board;

(c) have a high sense of trustworthiness and integrity; and

(d) be computer literate.

Note

Procurement and Supply Officers will be required to follow appropriate course to make them conversant with relevant computer packages.

- DUTIES** :
1. To be in charge of the stores of the Private Secondary Education Authority and to be responsible for the organisation and management of procurement and supply activities
 2. To perform procurement, storekeeping and stock control duties in accordance with procurement and supply regulations and procedures
 3. To assist in any assignment related to procurement, supply and warehouse operations.
 4. To guide and supervise subordinate staff.
 5. To ensure that all adequate safeguards against the risks of fire, theft, deterioration and damage are taken and that all items of stores are kept in good conditions.
 6. To provide and arrange for appropriate storage space and secure optimum utilisation of storage capacity.
 7. To be responsible for the monitoring and issue of all items of stores.
 8. To maintain the store ledger up-to-date and ensure that physical quantities tally with quantities indicated in ledgers.
 9. To use ICT in the performance of his duties.
 10. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Procurement and Supply Officer in the roles ascribed to him.